

5) Click **OK** to apply the font effects and close the dialog.

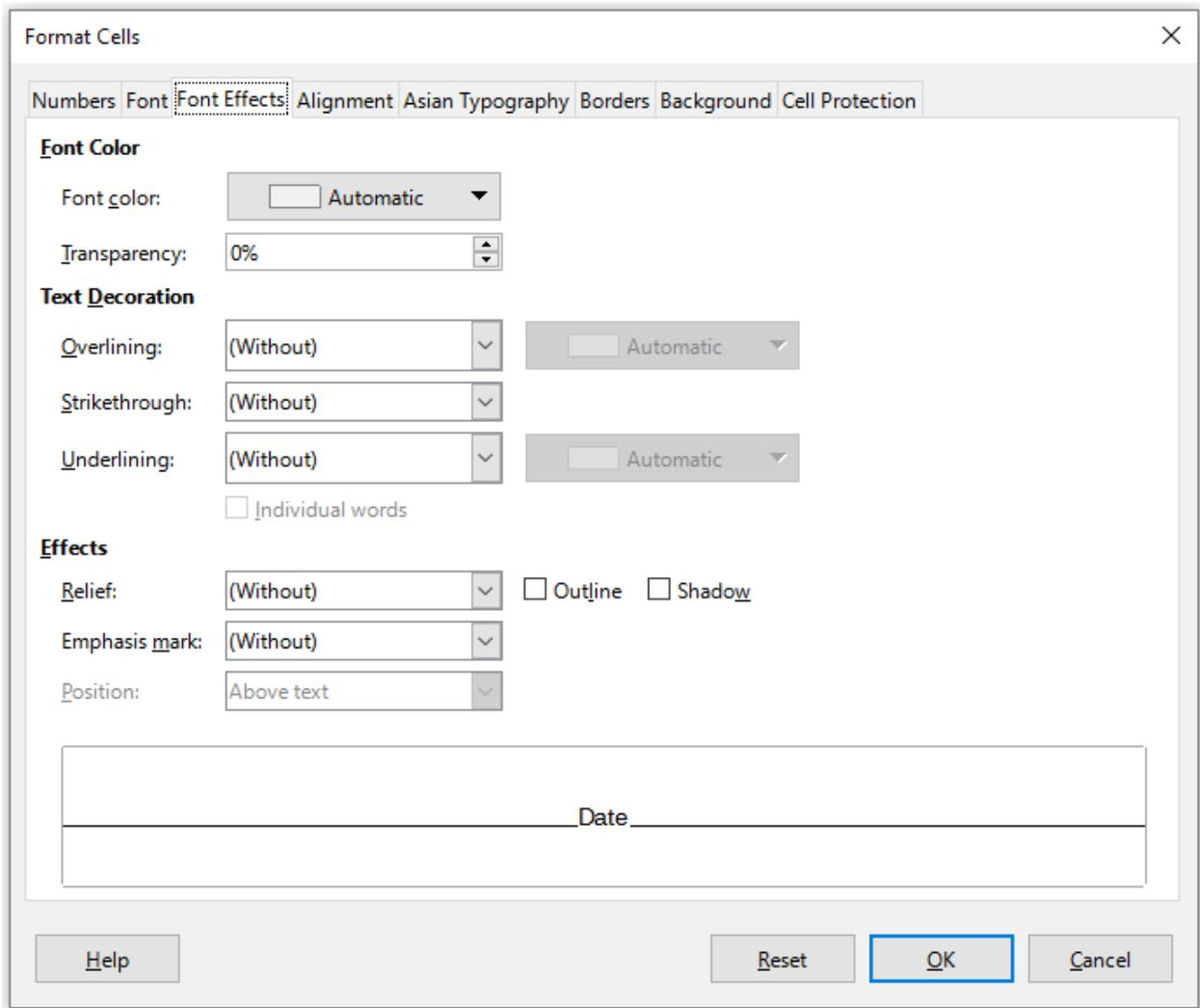


Figure 47: Format Cells dialog – Font Effects tab

Any font effect changes are applied to the current selection, or to the entire word that contains the cursor, or to any new text that you type.

Text direction

To change the text direction within a cell, use the *Alignment* tab on the Format Cells dialog (Figure 44 on page 69).

- 1) On the *Alignment* tab of the Format Cells dialog, select the *Reference edge* from which to rotate the text as follows:
 - *Text Extension From Lower Cell Border* – writes the rotated text from the bottom cell edge outwards.
 - *Text Extension From Upper Cell Border* – writes the rotated text from the top cell edge outwards.
 - *Text Extension Inside Cell* – writes the rotated text only within the cell.
- 2) Click on the small indicator at the edge of the text orientation dial and rotate it until you reach the required degrees.
- 3) Alternatively, enter the number of degrees to rotate the text in the **Degrees** box.
- 4) Select **Vertically stacked** to make the text appear vertically in the cell.